



Supply

GASOLINE TAX REIMBURSEMENT

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction establishes responsibilities and procedures for obtaining fuel tax refunds of money paid to the State of California. It applies to all units at March ARB (except the California Air National Guard), to ensure all units utilizing government vehicles correctly report their off-base mileage to vehicle operations. This will guarantee that March ARB is accurately assessed for the payment of California gasoline tax.

1. Responsibilities

1.1. Fuels management, 452d Supply (452 LSS/LGSF) will send a report to the Accounting and Finance Branch (452 AMW/FA) stating monthly gasoline inventory balances, receipts, inventory gains or losses and issues to other government agencies.

1.2. Vehicle Management Branch, 452d Transportation Squadron (452 LSS/LGTO) will:

1.2.1. Ensure that AF Forms 1380, **Record of Off-Base Mileage**, are completed and checked for accuracy before forwarding them to 452 AMW/FA.

1.2.2. Generate a monthly report to 452 AMW/FA using information from AF Forms 1380 collected and PCN SB004-032. Report should contain:

1.2.2.1. Total off-base mileage for each management code.

1.2.2.2. Vehicle description for each management code.

1.2.2.3. Average miles per gallon (MPG) for each management code.

1.2.3. Send all completed AF Forms 1380 (by management code) and mileage reports to 452 AMW/FMA no later than the 10th duty day of each month.

1.3. Unit Vehicle Control Officers (VCO)/Noncommissioned Officers will:

1.3.1. Obtain AF Forms 1380 from the Publishing Distribution Office for unit use.

1.3.2. Brief all vehicle operators on the proper completion and usage of AF Form 1380 prior to departure from base.

1.3.3. Implement a system to ensure all completed Forms 1380 are submitted to the VCO on a daily basis.

1.3.4. Review AF Forms 1380 for the following:

1.3.4.1. Annotate management code, vehicle type, mileage out, mileage in, mileage difference, vehicle regulation number and date in appropriate blocks.

1.3.4.2. Vehicle information, mileage information and date are correct.

1.3.5. Group AF Forms 1380 by management code and send to 452 LSS/LGTO weekly.

1.4. Security Police (452 SPS/SPO) will assist auditors and 452 LSS/LGTO personnel in performing spot-checks by stopping government vehicles as requested at entrance gates.

1.5. 452 AMW/FMA will:

1.5.1. Compile and Compute all data received.

1.5.2. Follow up, as needed, to make sure data is submitted promptly.

1.6. Send all claims to the State of California for refund of gasoline taxes. Submit reports at least every 3 months.

1.7. Resource Management Officer (452 AMW/RM) will:

1.7.1. Conduct semiannual review of this program.

1.7.2 Evaluate the effectiveness of this program.

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